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Q&D - Office of Water - NPDES Permits Unit Disposition Schedules

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<p>309 REVIEW & COMMENT FILES: Contains documents used in review and coordination of EPA comments on projects that may impact on the environment.</p> <p>Item a(1)(a): 309 review comment file - Nonelectronic Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials.</p> <p>Item a(1)(b): 309 review comment file - Electronic Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials.</p> <p>Item a(1)(c): 309 review comment file - Electronic copy of records transferred to the National Archives Includes official Agency comments made pursuant to Section 309 of the Clean Air Act regarding environmental impact statements (EISs), regulations, legislation and other major federal actions, associate reviewer comments, a copy of materials reviewed, and other associated materials.</p> <p>Item a(2): 309 review report Includes computer-generated data summarizing official 309 reviews, Federal Register notices, and other associated materials.</p> <p>Item a(3): Summarized comments</p> <p>Function: 108-025-08 135</p>	<p>Item a(1)(a):Permanent Close inactive records upon completion of project review after final comment issuance. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(1)(b):Permanent Close inactive records upon completion of project review after final comment issuance. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(1)(c):Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item a(2):Disposable Close inactive records at end of reporting cycle. Destroy 15 years after file closure.</p> <p>Item a(3):Disposable Close file when comments are summarized. Destroy after file is closed.</p>	<p>N1-412-08-16</p> <p>Status: Final, 1/31/2011</p>
<p>NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) PREPARATION FILES: Contains information related to the in-house preparation of environmental impact statements by EPA staff and consultants.</p> <p>Item a(1)(a): Environmental impact statements (EISs) - Nonelectronic Includes drafts, final, and any official supplemental EISs, record of decision, official reference material such as notices of intent and availability in the Federal Register, comments on EIS documents made by</p>	<p>Item a(1)(a):Permanent Close inactive records upon preparation of record of decision or if project is withdrawn, upon official notification from the preparing office. Transfer to the National Archives 14 years after file closure.</p> <p>Item a(1)(b):Permanent Close inactive records upon preparation of record of decision or if project is</p>	<p>N1-412-07-2/4</p> <p>Status: Final, 1/31/2011</p>

(EISs) - Electronic

Includes drafts, final, and any official supplemental EISs, record of decision, official reference material such as notices of intent and availability in the Federal Register, comments on EIS documents made by interested parties, special studies or supplemental material related to the EIS.

Item a(1)(c): Environmental impact statements (EISs) - Electronic copy of records transferred to the National Archives

Includes drafts, final, and any official supplemental EISs, record of decision, official reference material such as notices of intent and availability in the Federal Register, comments on EIS documents made by interested parties, special studies or supplemental material related to the EIS.

Item a(2)(a): Environmental assessments (EAs) - Nonelectronic

Includes EA, Federal Register notices, findings of no significant impact (FONSI), any comments made by interested parties, special studies or supplemental material related to the EA.

Item a(2)(b): Environmental assessments (EAs) - Electronic

Includes EA, Federal Register notices, findings of no significant impact (FONSI), any comments made by interested parties, special studies or supplemental material related to the EA.

Item a(2)(c): Environmental assessments (EAs) - Electronic copy of records transferred to the National Archives.

Includes EA, Federal Register notices, findings of no significant impact (FONSI), any comments made by interested parties, special studies or supplemental material related to the EA.

Item a(3)(a): Categorical exclusions (CEs) - Nonelectronic

Includes CE, any documents related to the distribution of the CE, special studies or supplemental material related to the CE.

Item a(3)(b): Categorical exclusions (CEs) - Electronic

Includes CE, any documents related to the distribution of the CE, special studies or supplemental material related to the CE.

Item a(3)(c): Categorical exclusions (CEs) - Electronic copy of records transferred to the National Archives

Includes CE, any documents related to the distribution of the CE, special studies or supplemental material related to the CE.

Function: 108-025-08 134

years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item a(1)(c):Disposable

Close file upon transfer to the National Archives.

Delete after electronic record copy is successfully transferred to the National Archives.

Item a(2)(a):Permanent

Close inactive records upon completion of EA.

Transfer to the National Archives 14 years after file closure.

Item a(2)(b):Permanent

Close inactive records upon completion of EA.

Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item a(2)(c):Disposable

Close file upon transfer to the National Archives.

Delete after electronic record copy is successfully transferred to the National Archives.

Item a(3)(a):Permanent

Close inactive records upon completion of CE.

Transfer to the National Archives 14 years after file closure.

Item a(3)(b):Permanent

Close inactive records upon completion of CE.

Transfer electronic records to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.

Item a(3)(c):Disposable

Close file upon transfer to the National Archives.

Delete after electronic record copy is successfully transferred to the National Archives.

PERMIT FILES: Contains records used in the issuance or denial of a permit issued by EPA offices or authorized states, federal facilities, interstate or local agencies. Includes draft and final permits; major and minor permits; permit modifications; general, special, emergency, research, interim permits, and others. Consists of the notification form, permit applications, background and supporting documentation, public notices, comments and records of public meetings, fact sheets, exception reports, appeals, delistings, correspondence, financial assurance documents, and

Item a(1):Permanent

- Close inactive records when a well has been properly plugged, abandoned and terminated per EPA requirements; or when a permit application has been denied or withdrawn; or when a determination has been made that a permit is not required or if the permit has been issued and not acted upon by the company within one year.

- Transfer to the National Archives 30 years after file closure.

N1-412-08-6

Status: Final,
12/31/2012

<p>(RCRA) program permits scheduled as EPA 478.</p> <p>Item a(1): UIC, when EPA is the permitting authority and UIC exemptions - Nonelectronic Includes underground injection control (UIC), when EPA is the permitting authority and UIC exemptions.</p> <p>Item a(2): UIC, when EPA is the permitting authority and UIC exemptions - Electronic Includes underground injection control (UIC), when EPA is the permitting authority and UIC exemptions.</p> <p>Item a(3): UIC, when EPA is the permitting authority and UIC exemptions - Electronic copy of records transferred to the National Archives. Includes underground injection control (UIC), when EPA is the permitting authority and UIC exemptions.</p> <p>Item b: NPDES minor permits Includes national pollutant discharge elimination system (NPDES) minor permits</p> <p>Item c: All others, excluding those covered in items a, b and d Includes: UIC (except when EPA is permitting authority and UIC exemptions); NPDES (except minors); pretreatment; sewage treatment; ocean dumping; new source review (NSR) (including prevention of significant deterioration (PSD)), nonattainment NSR, and minor NSR); and Toxic Substances Control Act (TSCA) polychlorinated biphenyls (PCB) disposal.</p> <p>Item d: Dredging and fill</p> <p>Function: 204-079 205</p>	<p>terminated per EPA requirements; or when a permit application has been denied or withdrawn; or when a determination has been made that a permit is not required or if the permit has been issued and not acted upon by the company within one year.</p> <ul style="list-style-type: none"> • Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time. <p>Item a(3): Disposable</p> <ul style="list-style-type: none"> • Close file upon transfer to the National Archives. • Delete after electronic record copy is successfully transferred to the National Archives. <p>Item b: Disposable</p> <ul style="list-style-type: none"> • Close inactive records when no longer needed. • Destroy 10 years after file closure. <p>Item c: Disposable</p> <ul style="list-style-type: none"> • Close inactive records at permit renewal or termination (revocation or expiration) or at end of calendar year. • Destroy 10 years after file closure. <p>Item d: Disposable</p> <ul style="list-style-type: none"> • Close inactive records at permit renewal or termination (revocation or expiration) or at end of calendar year. • Destroy 5 years after file closure. 	
<p>PROGRAM DEVELOPMENT FILES: Consists of records related to the development of environmental and administrative policies and programs. Records consist of correspondence, briefing books and papers, issue papers and reports relative to policy, strategy, program control, research priorities, legislative priorities, published and unpublished directives and policy guidance documents, and related records that document the development of environmental programs, program priorities and objectives, program evaluation and planning, and similar topics.</p> <p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives</p> <p>Function: 304-104-02 145</p>	<p>Item a(1): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records at the end of the activity, project, or topic. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-06-29</p> <p>Status: Final, 1/31/2011</p>
<p>PROGRAM MANAGEMENT FILES: Includes records which relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence; memoranda; staff meeting records such as agendas, background papers, attendance lists, and meeting minutes or summaries; routine office procedures; and reports</p>	<p>Item b: Disposable Close inactive records at end of calendar year. Destroy 5 years after file closure.</p>	<p>N1-412-06-6/2</p> <p>Status: Final, 12/31/2009</p>

control files showing assignments, progress, and completion of projects.
Excludes: General administrative and routine housekeeping records (EPA 110) and organization and program development records (EPA 145).
Item b: Other than senior officials

Function: 301-093 006

Prepared by Regional Records Management Support Contractor, July 2004

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